

<p style="text-align: center;"><b>HARFORD COUNTY LANDMARK CERTIFICATE OF APPROPRIATENESS APPLICATION CHECKLIST</b></p>
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**The documentation listed below must be submitted with the application for a Certificate of Appropriateness. The Harford County Historic Preservation Commission will not consider incomplete applications.**

**Photographs of structure(s)/site showing existing conditions from all relevant sides must be submitted with each application. (All photographs must be 4"x 6" and in color. No Polaroid's are accepted.)**

### **Remodeling and Additions:**

- ☐ Site plan showing: (1) dimensions of lot, (2) location and dimensions of existing Building(s), (3) location and dimensions of addition(s), and (4) location of all exterior ground and roof mounted equipment.
- ☐ Elevation, section and plan drawings to scale, as required to clearly indicate the existing building and the proposed alteration(s) or addition(s) and its relationship to adjacent structures.
- ☐ Exterior materials (siding, windows, roofing, etc.) description, details and samples as needed.
- ☐ Historic plans, elevations or photographs if the request is to return a structure to an earlier historic appearance.

### **Repointing**

- ☐ Specifications for repointing including mortar mixture, techniques for removal of old mortar, proposed new joint design, mortar color and installation technique.

### **Fences and Landscaping**

- ☐ Site plan showing location of fencing or landscaping.
- ☐ Dimensioned elevation and section to scale, showing design of fence, materials, and height in relationship to adjacent structures.
- ☐ Dimensioned landscape plan identifying and locating the plant materials.
- ☐ Photographs of the area to be fenced or landscaped.

## **Demolition**

- ❑ Color photographs, written descriptions, drawings, or records depicting the existing condition of the structure. Photographs and drawings must clearly label areas of structural deterioration.
- ❑ Drawing(s) to adequately describe site use after demolition.
- ❑ Letter from Property Owner stating his/her reason for the demolition.
- ❑ Documentation by a licensed structural engineer or architect that the building cannot be adaptively reused or repaired.
- ❑ List of possible alternatives besides demolition.
- ❑ If structure is uninhabited then it is the responsibility of the building/property owner to ensure the safety of the building/property and also to uphold the standards set forth in the Code of Harford County.

## **New Construction**

- ❑ Dimensioned site plan to scale showing proposed new building(s) on site and relationship to adjacent buildings, including parking areas and any roof or ground mounted equipment.
- ❑ Elevation(s) showing height and width relationship to existing buildings.
- ❑ Color photographs of site and structures within vicinity of new building.
- ❑ Elevation(s), section(s) and plan drawings to scale clearly indicating the design, including exterior materials (siding, windows, roofing, etc.), details and samples as needed.

# CERTIFICATE OF APPROPRIATENESS APPLICATION FOR HARFORD COUNTY HISTORIC LANDMARK

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street #      Street      City      State      Zip

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship of Applicant to Owner of Property: \_\_\_\_\_

Property Address: \_\_\_\_\_

Street #      Street      City      State      Zip

Tax ID # \_\_\_\_\_

Historic District (if applicable): \_\_\_\_\_

Contractor \_\_\_\_\_ Telephone \_\_\_\_\_

Architect/Designer \_\_\_\_\_ Telephone \_\_\_\_\_

## Proposed Work:

Please describe your proposed work, simply and accurately. (Attach supplemental materials as required on the attached Criteria List)

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Application Deadline:

Application material must be **completed and submitted by the first Monday of each month**, to receive consideration by the Harford County Historic Preservation Commission. This form, with supporting documentation, must be filed with the Harford County Historic Planner at 220 South Main Street, Bel Air, Maryland 21014.

## **Please use the enclosed criteria checklist as a guide to completing the application.**

Incomplete applications cannot be reviewed and will be returned to you for more information. You are encouraged to contact the Harford County Historic Planner at (410) 638-3103 to make certain your application is complete.

Turn form over for  
Memorandum to Building Permits Official

# Memorandum to Building Permits Official

This Certificate of Appropriateness has been:

- ☐ **Approved** - Please release the building permit. (Building Permits are required for all work on Historic Structures)
- ☐ **Approved with Conditions** – Please release this building permit in accordance with conditions as noted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ **Denied** – Please do not release this building permit or allow work to proceed.

\_\_\_\_\_  
Chair, Harford County Historic Preservation Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Harford County Historic Preservation Planner

\_\_\_\_\_  
Date